



SITUATION VACANT

Applications are invited to fill following regular posts in the Ministry of Commerce, Islamabad: -

S. #	Name of the Posts	No. of Posts	Minimum Qualification & Experience	Domicile & Regional Quota	Age
1.	Stenotypist (BPS-14)	25	i) F.A / Intermediate ii) A minimum speed of 80/40 words per minute in English shorthand/typing respectively. iii) Must be Computer literate	Punjab (12) Open merit (09) Female (01) & Minority (02)	18 to 30 years (including 05 years general relaxation)
				Sindh Urban (03) open merit	
				Sindh Rural (05) Open merit	
				KPK (1) open merit	
				Balochistan (02) open merit	
FATA/GB (02) Open merit					
2.	Lower Division Clerk (BPS-09)	12	i) Matric with typing speed 30 words per minute. ii) Must be Computer literate	Punjab (04) Open merit & Minority (01)	18 to 30 years (including 05 years general relaxation)
				Sindh Urban (02) Open merit	
				Sindh Rural (03) Open merit	
				Balochistan (02) Open merit	
				FATA/GB (01) Open merit	
3.	Photo State Operator / DMO(BPS-04)	01	i) Primary / Middle Pass. Preference will be given to those who possess the experience in the relevant field.	Islamabad / Rawalpindi-01 Open merit.	18 to 30 years (including 05 years general relaxation)

How to Apply:

- 05 years general age relaxation and other age relaxation will be admissible as per prescribed rules of Government of Pakistan.
- The competent authority reserves the right to cancel the recruitment process at any stage without assigning any reason. The competent authority can increase or decrease number of posts under the rules.
- Application forms may be downloaded from (www.ncbms.edu.pk) and for further details the same website may be consulted for printout of form alongwith fee deposit slip.
- Candidates must indicate the post applied for on the right side of the envelope.
- Copies of testimonials are not required to be attached. Original documents will be examined at the time of test/ interview.
- On the basis of merit, only eligible and short listed candidates will provisionally be called for test/interview. Furthermore, Government Servants must apply through proper channel.
- Concealing the facts and any direct or indirect pressure for appointment would lead to be disqualification of the candidates. However, if any candidate is found ineligible he/she will be disqualified at any stage of the recruitment process.
- No TA/DA shall be admissible for test/interview.
- Incomplete applications and those received after due date will not be entertained.
- Quota of disable, women and minorities will be observed as per rules.
- Applications have to be submitted to NCBMS for short listing & conduct of written/skill tests. Applications must reach within 15 days of publication of this advertisement at the address given below: -

Manager Operation (NCBMS)
NCBMS College & Testing Services Pvt. (Ltd)
24-D, Rashid Plaza Jinnah Avenue (Blue Area) Islamabad.
Phone: +92 51 2272636-8 Fax: +92 51 2274136
Email: nzrahmed@ncbms.com.pk